

**AN ORDINANCE  
BY FINANCE/EXECUTIVE COMMITTEE**

**AN ORDINANCE AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ESTABLISH TRUST FUND ACCOUNT STRINGS FOR THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT TO ACCEPT ROOM RENTAL FEES AND REVENUES ASSOCIATED WITH LEASED OFFICE SPACE FROM THE NEIGHBORHOOD SERVICE CENTERS - JOHN C. BIRDINE, DUNBAR AND GEORGIA HILL. TO ESTABLISH THAT HALF OF ALL FUNDS GENERATED BY THE ROOM RENTAL FEES AND LEASED OFFICE SPACE SHALL BE DEPOSITED INTO 1001 (GENERAL FUND), DEPARTMENT 000002, ACCOUNT 3810008 (BUILDING RENTALS, GENERAL) 0000000 (DEFAULT), AND THAT HALF OF THE FUNDS GENERATED BY SUCH FEES SHALL BE DEPOSITED INTO THE NEWLY ESTABLISHED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT. ALL REVENUES GENERATED BY THE REFUNDABLE ROOM DEPOSIT FEE AT EACH NEIGHBORHOOD SERVICE CENTER SHALL BE DEPOSITED AND EXPENDED FROM THE NEWLY CREATED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER; TO AUTHORIZE THE OFFICE OF ENTERPRISE ASSETS MANAGEMENT TO EXPEND FEES FROM ROOM RENTAL FEES, LEASED OFFICE SPACE AND THE REFUNDABLE ROOM DEPOSIT FEES. IN ADDITION TO TRANSFERRING THE EXISTING FUNDS FROM THE DEPARTMENT OF PARKS RECREATION AND CULTURAL AFFAIRS TRUST FUND ACCOUNT TO THE NEWLY ESTABLISHED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, AND FOR OTHER PURPOSES.**

**WHEREAS,** Ordinance No. 07-O-1899 authorizes the Office of Enterprise Assets Management to provide building and grounds maintenance and repair, and building management for the 3 Neighborhood Service Centers – John C. Birdine, Dunbar and Georgia Hill.

**WHEREAS,** Ordinance 07-O-1007 established a room rental fee schedule for the city's Neighborhood Service Centers.

**WHEREAS,** the Department of Parks Recreation and Cultural Affairs currently has the responsibility of managing the trust funds on behalf of the Neighborhood Service Centers John C. Birdine, Dunbar and Georgia Hill in accordance with ordinance no. 07-O-1007; and

**WHEREAS,** the aforesaid centers house various public and private agencies that provide services to residents in the surrounding communities; and

**WHEREAS**, the centers rent small to large rooms that are used for meetings and multipurpose functions such as weddings, receptions, parties, luncheons, and dinner; and leased office space to various tenants; and

**WHEREAS**, the existing Trust Fund Account numbers within the Department of Parks, Recreation and Cultural Affairs are:

John C. Birdine-7701 (Trust Fund) 140106 (PRC Parks Design), 5710001 (Payments to other Gov't), 6220000(Park Areas,) 600224 (John C. Birdine), 69999(Funding Source Non-Capital)

Dunbar- 7701 (Trust Fund) 140106 (PRC Parks Design) 5710001 (Payments to other Gov't) 6220000 (Park Areas), 600292 (Dunbar Neighborhood Center), 69999 (Funding Source Non-Capital)

Georgia Hill- 7701 (Trust Fund) 140106 (PRC Parks Design), 5710001 (Payments to other Gov't), 6220000 (Park Areas), 600291 (Georgia Hill), 69999 (Funding Source Non-Capital); and

**WHEREAS**, all expenses generated from the room rental fees and the leased office space shall be expended from the newly established Office of Enterprise Assets Management's Trust Account Strings for the general maintenance and upkeep of the Neighborhood Service Centers ; and

**WHEREAS**, all expenses generated from the refundable room deposit fees are to be expended from the newly established Office of Enterprise Assets Management's Trust Account Strings ; and

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, AS FOLLOWS:**

**Section 1:** the Chief Finance Officer is hereby authorized to establish such accounts for the purposes set forth in this ordinance.

**Section 2:** all fees associated with the existing Trust Fund Account String should be transferred to the newly established Trust Fund Account Strings within the Office of Enterprise Assets Management.

### Transfer from Appropriations

**The amount of: \$8,924.91**

7701 (Trust Fund), 140106 (PRC Parks Design), 5710001 Payments to other Gov't), 6220000 (Park Areas), 600292 (Birdine Neighborhood Center), 69999 (Funding Source for Non-Capital)

**The amount of: \$1,325.73**

7701 (Trust Fund), 140106 (PRC Parks Design) 5710001 Payments to other Gov't), 6220000 (Park Areas), 600224 (Dunbar Neighborhood Center), 69999 (Funding Source for Non-Capital)

**The amount of: \$3,954.18**

7701 (Trust Fund), 140106 (PRC Parks Design) 5710001 Payments to other Gov't), 6220000 (Park Areas), 600291 (Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital)

### Transfer to Appropriations

**The amount of: \$8,924.91**

7701 (Trust Fund), 040411 (Exe Facility Maintenance-Birdine), 5311001 (Supplies, Consumable), 1565000 (Gen. Gov't Bldgs. /Plants), 600292 (Birdine Neighborhood Center), 69999 (Funding Source for Non-Capital)

**The amount of: \$1,325.73**

7701 (Trust Fund), 040408 (Exe Facility Maintenance), 5311001 Account (Supplies, Consumable), 1565000 (Gen. Gov't Bldgs. /Plants), 600224 (Dunbar Neighborhood Center), 69999 (Funding Source for Non-Capital)

**The amount of: \$3,954.18**

7701 (Trust Fund), 040409 (Exe Facility Maintenance), 5311001 Account (Supplies, Consumable), 1565000 (Gen. Gov't Bldgs. /Plants), 600291 (Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital)

**Section 3** That fifty percent of all revenue received from John C. Birdine Neighborhood Service Center room rental fees and leased office space shall be deposited into 1001 (General Fund), Department 000002, Account 3810008 (Building Rentals, General) 0000000, and the remaining fifty percent of the revenue shall be deposited into 7701 (Trust Fund), 040411 (Exe Facility Maintenance-Birdine), 3810088 (Building Rentals, General), 1565000, 600292 (Birdine Neighborhood Center) 69999 (Funding Source for Non-Capital) on behalf of the Office of Enterprise Assets Management.

**Section 4:** That fifty percent of all revenue received from Dunbar Neighborhood Service Center room rental fees, and leased office space shall be deposited into 1001 (General Fund), Department 000002, Account 3810008 (Building Rentals, General) 0000000, and the remaining fifty percent of the revenue shall be deposited into 7701 (Trust Fund), 040408 (Exe Facility Maintenance), 3810008 (Building Rentals, General), 1565000, 600224 (Dunbar Neighborhood Center), 69999 (Funding Source for Non-Capital on behalf of the Office of Enterprise Assets Management).

**Section 5:** That fifty percent of all revenue received from Georgia Hill Service Center room rental fees, and leased office space shall be deposited into 1001 (General Fund), Department 000002, Account 3810008 (Building Rentals, General) 0000000, and the remaining fifty percent of the revenue shall be deposited into 7701 (Trust Fund), 040409 (Exe Facility Maintenance) 3810008 (Building Rentals, General), 1565000 -Georgia Hill- Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital) on behalf of the Office of Enterprise Assets Management.

**Section 6:** that One Hundred (100%) percent of all revenue generated for John C. Birdine 's refundable room deposit fee will be deposited into 7701 (Trust Fund), 040411 (Exe Facility Maintenance-Birdine), 3810088 (Building Rentals, General), 1565000, 600292 (Birdine Neighborhood Center) 69999 (Funding Source for Non-Capital) behalf of the Office of Enterprise Assets Management.

**Section 7:** that One Hundred (100%) percent of all revenue generated for Dunbar's refundable room deposit fee shall be deposited into 7701 (Trust Fund), 040408 (Exe Facility Maintenance), 3810008 (Building Rentals, General), 1565000, 600224 (Dunbar Neighborhood Center), 69999 (Funding Source for Non-Capital on behalf of the Office of Enterprise Assets Management).

**Section 8:** that One Hundred (100%) percent of all revenue generated for Georgia Hill's refundable room deposit fee shall be deposited into 7701 (Trust Fund), 040409 (Exe Facility Maintenance) 3810008 (Building Rentals, General), 1565000 -Georgia Hill- Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital) on behalf of the Office of Enterprise Assets Management.

**Section 9 :** the Office of Enterprise Assets Management shall be authorized to expend fees from the room rental fees, and leased office space from John C. Birdine 7701 (Trust Fund), 040411 (Exe Facility Maintenance-Birdine), 5311001 (Supplies, Consumable), 1565000, 600292 (Birdine Neighborhood Center) 69999 (Funding Source for Non-Capital) and related supply and purchased/contracted service accounts for the general maintenance and upkeep of John C. Birdine Neighborhood Service Center on behalf of the Office of Enterprise Assets Management.

**Section 10:** the Office of Enterprise Assets Management shall be authorized to expend fees from the room rental fees, and leased office space from Dunbar 7701 (Trust Fund), 040408 (Exe Facility Maintenance), 5311001 (Supplies, Consumable), 1565000, 600224 (Dunbar Neighborhood Center), 69999 (Funding Source for Non-Capital and related supply and

purchased/contracted service accounts for the general maintenance and upkeep of Dunbar Neighborhood Service Center on behalf of the Office of Enterprise Assets Management.

**Section 11:** the Office of Enterprise Assets Management shall be authorized to expend fees from the room rental fees, and leased office space from Georgia Hill 7701 (Trust Fund), 040409 (Exe Facility Maintenance) 5311001 (Supplies, Consumable), 1565000 -Georgia Hill- Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital) and related supply and purchased/contracted service accounts for the general maintenance and upkeep of Georgia Hill Neighborhood Service on behalf of the Office of Enterprise Assets Management.

**Section 12:** the Office of Enterprise Assets Management shall be authorized to expend fees from the refundable room deposit fees from John C. Birdine for the return of said deposits and general maintenance and upkeep of the John C. Birdine Neighborhood Service Center on behalf of the Office of Enterprise Assets Management.

**Section 13:** the Office of Enterprise Assets Management shall be authorized to expend fees from the refundable room deposit fees from Dunbar for the return of said deposits and general maintenance and upkeep of the Dunbar Neighborhood Center on behalf of the Office of Enterprise Assets Management.

**Section 14:** the Office of Enterprise Assets Management shall be authorized to expend fees from the refundable room deposit fees from Georgia Hill 7701 (Trust Fund), 040409 (Exe Facility Maintenance) 5311001 (Supplies, Consumable), 1565000 -Georgia Hill- Georgia Hill Neighborhood Center), 69999 (Funding Source for Non-Capital) for the return of said deposits and general maintenance and upkeep of Georgia Hill Neighborhood Service Center on behalf of the Office of Enterprise Assets Management.

Funds Available Inquiry (COA\_MAB)

**Selection Criteria**

Budget
COA FUNDING BGT

Period
OCT-2008

Amount Type
Year To Date Extended

Encumbrance Type
ALL

Account Level
All

**Funds Available ( USD )**

Summary

Account	Budget	Encumbrance	Actual	Funds Available
7701.140106.5710001.6220000.60	8,924.91	0.00	0.00	8,924.91

**Encumbrance Amounts**

Commitment
0.00

Obligation
0.00

Other
0.00

**Account Description**

TRUST FUND.PRC PARKS DESIGN.PAYMENTS TO OTHER GOVTS.PARK AREAS.J.C. BIRDINE NEIGHBORHOOD.FU

Funds Available Inquiry (COA\_MAB)

**Selection Criteria**

Budget
COA FUNDING BGT

Period
OCT-2008

Amount Type
Year To Date Extended

Encumbrance Type
ALL

Account Level
All

**Funds Available ( USD )**

Summary

Account	Budget	Encumbrance	Actual	Funds Available
7701.140106.5710001.6220000.60	1,325.73	0.00	0.00	1,325.73

**Encumbrance Amounts**

Commitment
0.00

Obligation
0.00

Other
0.00

**Account Description**

TRUST FUND.PRC PARKS DESIGN.PAYMENTS TO OTHER GOV'TS.PARK AREAS.DUNBAR NEIGHBORHOOD CENTE.F



Funds Available Inquiry (COA\_MAB)

**Selection Criteria**

Budget
COA FUNDING BGT

Period
OCT-2008

Amount Type
Year To Date Extended

Encumbrance Type
ALL

Account Level
All

**Funds Available ( USD )**

Summary

Account	Budget	Encumbrance	Actual	Funds Available
7701.140106.5710001.6220000.60	3,954.18	0.00	0.00	3,954.18

**Encumbrance Amounts**

Commitment
0.00

Obligation
0.00

Other
0.00

**Account Description**

TRUST FUND.PRC PARKS DESIGN.PAYMENTS TO OTHER GOV'TS.PARK AREAS.GEORGIA HILL NEIGHBORHOOD.FI



**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The purpose of this legislation is to establish a Trust Fund Accounts for the Office of Enterprise Assets Management to accept and expend fifty percent of all revenues from room rental fees, leased office space, and the refundable room deposit fees for the 3 Neighborhood Service Centers (John C. Birdine, Dunbar and Georgia Hill) that are now under the purview of the Office of Enterprise Assets Management. In addition, all fees associated with the Department of Parks Recreation and Cultural Affairs Trust Fund Accounts should be transferred to the newly established Trust Fund Accounts within the Office of Enterprise Assets Management. The existing Trust Fund Account numbers within the Department of Parks, Recreation and Cultural Affairs are: Dunbar- 7701 (Trust Fund) Department 140106 (PRC Parks Design), Account 5710001 (Payments to other Gov't), 6220000 Function Activity, Project 600292, 69999 Funding Source, John C. Birdine-7701 (Trust Fund) Department 140106 (PRC Parks Design), Account 5710001 (Payments to other Gov't), 6220000 Function Activity, Project 600224, 69999 Funding Source, Georgia Hill- 7701 (Trust Fund) Department 140106 (PRC Parks Design), Account 5710001 (Payments to other Gov't), 6220000 Function Activity, Project 600291, 69999 Funding Source.

**2. Please provide background information regarding this legislation.**

Legislation No. 07-O-1007 amended Chapter 110, Article 1, Section 110-3 of the Code of Ordinances of the City of Atlanta, sets forth the fee schedule for City of Atlanta's Recreation Centers by adding a new subsection "Creating a Room Rental Fee schedule". Since the Neighborhood Services Centers are now under the purview of the Office of Enterprise Assets Management, we are requesting the creation of Trust Fund Accounts to accept and expend fifty percent of revenue from room rental fees, leased office space, and refundable room deposit fees - with the remaining fifty percent of all revenues, deposited into the General Fund.

**3. If Applicable/Known:**

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** N/A
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** N/A

**4. Fund Account Center:** TBD

**5. Source of Funds:** N/A

**6. Fiscal Impact:** The fiscal impact will be that fifty percent of all revenues generated from room rental fees, leased office space, and the refundable room deposit fee from the 3 Neighborhood Service Centers (John C. Birdine, Dunbar and Georgia Hill) will be deposited into the General Fund. The remaining fifty percent of all revenues generated will be deposited and expended from the newly established Trust Fund Account on behalf of the Office of Enterprise Assets Management.

**7. Method of Cost Recovery:**

**This Legislative Request Form Was Prepared By:** Perceta Watkins

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Perceta Watkins

Contact Number: 404-330-6569

Originating Department: Executive Offices/Office of Enterprise Assets Management

Committee(s) of Purview: Finance /Executive Committee

Chief of Staff Deadline: October 29, 2008

Anticipated Committee Meeting Date(s): November 11-12, 2008

Anticipated Full Council Date: November 17, 2008

Legislative Counsel's Signature: Adrian J. Jackson

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

**CAPTION**

**AN ORDINANCE**

**BY FINANCE/EXECUTIVE COMMITTEE**

AN ORDINANCE AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ESTABLISH TRUST FUND ACCOUNT STRINGS FOR THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT TO ACCEPT ROOM RENTAL FEES AND REVENUES ASSOCIATED WITH LEASED OFFICE SPACE FROM THE NEIGHBORHOOD SERVICE CENTERS - JOHN C. BIRDINE, DUNBAR AND GEORGIA HILL. TO ESTABLISH THAT HALF OF ALL FUNDS GENERATED BY THE ROOM RENTAL FEES AND LEASED OFFICE SPACE SHALL BE DEPOSITED INTO 1001 (GENERAL FUND), DEPARTMENT 000002, ACCOUNT 3810008 (BUILDING RENTALS, GENERAL) 0000000 (DEFAULT), AND THAT HALF OF THE FUNDS GENERATED BY SUCH FEES SHALL BE DEPOSITED INTO THE NEWLY ESTABLISHED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT. ALL REVENUES GENERATED BY THE REFUNDABLE ROOM DEPOSIT FEE AT EACH NEIGHBORHOOD SERVICE CENTER SHALL BE DEPOSITED AND EXPENDED FROM THE NEWLY CREATED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER; TO AUTHORIZE THE OFFICE OF ENTERPRISE ASSETS MANAGEMENT TO EXPEND FEES FROM ROOM RENTAL FEES, LEASED OFFICE SPACE AND THE REFUNDABLE ROOM DEPOSIT FEES. IN ADDITION TO TRANSFERING THE EXISTING FUNDS FROM THE DEPARTMENT OF PARKS RECREATION AND CULTURAL AFFAIRS TRUST FUND ACCOUNT TO THE NEWLY ESTABLISHED TRUST FUND ACCOUNT STRINGS FOR EACH NEIGHBORHOOD SERVICE CENTER ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ (date) Received by LC from CPO: \_\_\_\_\_ (date)

Received by Mayor's Office: [Signature] 10/30/08 (date) Reviewed by: [Signature] 10/31/08 PM (date)

Submitted to Council: \_\_\_\_\_